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COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

Clarence H. Carter
Commissioner

July 18, 1997

C. Preston Huff, Director
Records Management and Imaging Services Division
The Library of Virginia
800 East Broad Street
Richmond, VA 23219

Re: Initial Submission in Compliance with Va Code Section 2.1-342 Database Index

Dear Preston:

Please know how much Kristina and I appreciate the time you spent advising us regarding preparation of the materials referenced above. Based on our meeting, we identified the systems that represent core activities of the agency in the delivery of human services. In response to our discussion regarding the need for brevity on the form, we limited our database descriptions to how the data is used within our core activities.

You may note that the enclosed forms are marked "*DRAFT*" and that we did not designate any of these databases "*confidential*". A good deal of the data is likely to be determined confidential and not subject to FOIA requests. We have requested that the Office of the Attorney General perform a review as it pertains to this index to identify and advise us regarding which data should be labeled confidential. Therefore, we will be submitting further detail regarding our data and provisions that exclude it from publication.

Please let me know if this submission is sufficient and if there are any questions, please contact me (692-1559). I am unable to provide advice on when the Office of the Attorney General may complete its review. I will keep you posted on the progress. Again, many thanks for all your help.

Sincerely,

Beverley M. Ratcliffe
Technology, Resource and Information Planning Services
Division of Information Systems

Enclosures

c: E. E. Riopelle
D. Poynor